

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY BOARD MEETING**

**December 1, 2011**

**PRESENT:** Keith Pamperin, Pat Finder-Stone, Bill Clancy, Tom Diedrick, Steve Daniels, Pat Hickey, Libbie Miller, Barbara Robinson, Marvin Rucker, Donajane Brasch

**EXCUSED:** Lisa Van Donsel

**ALSO PRESENT:** Sunny Archambault, Devon Christianson, Arlene Westphal, Debra Bowers

**PLEDGE OF ALLEGIANCE.**

Chairperson Diedrick called the meeting to order at 8:30 a.m.

**ADOPTION OF AGENDA:** A motion was made by Ms. Finder-Stone and seconded by Ms. Miller to adopt the December 1, 2011 Agenda. **MOTION CARRIED.**

**INTRODUCTIONS:** Introductions were waived.

**APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF OCTOBER 27, 2011:**

Sup. Clancy moved and Ms. Miller seconded to approve the minutes of the regular meeting of October 27, 2011. **MOTION CARRIED.**

**COMMENTS FROM THE PUBLIC:** None.

**FINANCE REPORT:**

**A. REVIEW AND APPROVAL OF THE OCTOBER 2011 FINANCE REPORT:**

Ms. Bowers reported that the October Finance Report appears to be on target. We are, and will continue to be, under spent in Salary Expense and Fringe Benefits due to hiring later in the year.

Ms. Bowers explained that we are over spent in Building Maintenance/Supplies due to unanticipated roofing repairs. She drew board member's attention to the report which details the expenses for Building Maintenance/Supplies.

After receiving \$57,142 from Focus on Energy, we are \$18,306 under spent in Energy Initiatives with our actual cost being \$44,221.

Mr. Pamperin moved and Ms. Miller seconded to approve the October 2011 Finance Report. **MOTION CARRIED.**

**B. REVIEW AND APPROVAL OF RESTRICTED DONATIONS:** There were no restricted donations.

**REVIEW AND APPROVAL OF s.85.21 SPECIALIZED TRANSPORTATION APPLICATION:**

Ms. Archambault reported that Brown County's s.85.21 grant for 2012 totals \$476,570 and requires a 20% county match of \$95,314. The match and project expenses were approved by the ADRC Board and the Brown County Board during the budget process. Now, the ADRC Board needs to review and approve the application which includes details for each project as well as transportation coordination efforts. She noted that these projects include the American Red Cross, N.E.W. Curative, Human Services Fare Assistance and Van Driver, Salvation Army, Oneida Elder Services and the Driver Escort Program. Ms. Miller moved and Ms. Hickey seconded to approve the 2012 s.85.21 Specialized Transportation Application. **MOTION CARRIED.**

**CHAIRPERSON'S REPORT – FILLING OF DIRECTOR'S POSITION:** Chairperson, Diedrick reported that he, along with Mr. Pamperin and Ms. Finder-Stone, met with Ms. Devon Christianson, ADRC

Assistant Director, to review her application for the ADRC Director's Position which will become available when Ms. Archambault retires on March 2, 2012. After interviewing Ms. Christianson, it was their consensus that she is the most qualified person and it is their recommendation that the board approve her application for the position of ADRC Director.

Ms. Archambault added that she had contacted the State and Brown County Corporation Council regarding the internal recruitment procedure and both indicated that they found no problem with the ADRC policy.

Ms. Finder-Stone moved and Ms. Miller seconded to approve Ms. Christianson's application and offer her the position of ADRC Director to include a 3-month transitioning period with her assuming the title on March 5, 2012. **MOTION CARRIED.**

Ms. Archambault noted that, in keeping with agency policy, the process for filling the Assistant Director's position would be to first open the position to internal staff. If no qualified candidates applied from within, the next step would be to post the position externally.

**DIRECTOR'S REPORT:** No report.

**LEGISLATIVE UPDATE:** No report.

**ANNOUNCEMENTS:** The following announcements were made:

- Board members expressed their thanks to Ms. Parrish, who was not in attendance, for her commitment and time served on the ADRC Board of Director. Ms. Archambault was directed to send a letter of appreciation on behalf of the board.
- Ms. Brown, of N.E.W. Curative, announced that they have received \$15,000 from the Community Foundation to assist with the Elder Hmong Program, a Senior Center concept that was implemented in June of 2011. The \$15,000 will be used for food, transportation and staffing needs.

**NEXT MEETING DATE – January 26, 2012:** The next Board of Director's Meeting is scheduled for January 26, 2012.

**ADJOURN:** Ms. Miller moved and Ms. Finder-Stone seconded to adjourn the meeting. **MOTION CARRIED.** The meeting adjourned at 9:04 a.m.

Respectfully submitted,

Arlene Westphal, Secretary